

USD 310 Fairfield Classified Handbook

2023-2024



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Equal Opportunity Employer

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin.

The board shall hire employees based on ability and the district's needs.

Definitions

Full-time employees are those employees who are assigned to 12-month positions and are scheduled to work 32 hours per week. All other classified employees are considered 9-month or part-time.

Probationary Period

The first *thirty (30)* calendar days of employment are probationary. The purpose of the probationary period is to provide the supervisor an opportunity to observe a new employee's capabilities and gather additional background information. If it is believed that the new employee is not performing satisfactorily, he/she may be terminated without advance notice, during their probationary period. Classified employees will not accumulate personal leave, be eligible for paid holidays, or leave, or receive benefits until they have completed the thirty-day probationary period.

Nature of Employment

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, as it will answer many common questions concerning employment with Fairfield U.S.D. 310. However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Fairfield U.S.D. 310 is bound to continue the employment relationship. In order to retain necessary flexibility in the administration of policies and procedures, Fairfield U.S.D. 310 reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the Superintendent with approval of the Fairfield U.S.D. 310 Board.

Employee Relations

Fairfield U.S.D. 310 believes that the work conditions, wages, and benefits it offers to employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. Our experience has shown that when employees deal openly and

directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe Fairfield U.S.D. 310 amply demonstrates its commitment to employees by responding effectively to employee concerns.

Equal Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of Fairfield U.S.D. 310 will be based on a salary schedule established annually by the Board of Education. Fairfield U.S.D. 310 does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Fairfield U.S.D. 310 will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Superintendent. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Benefits and Compensation

Leaves and Absences GCRG

Leave: All leave is classified as personal leave. All hourly employees are eligible for leave after they have completed the thirty (30) day probationary period. Only 12-month employees receive paid holidays and vacation days.

All employees are expected to notify their immediate supervisor. Employees are required to enter the absence in the Absence Management system of their inability to report to work as scheduled before the beginning of their shift. Employees may not select “Unpaid Leave” until they have exhausted their leave. Employees who fail to follow this procedure may be given a written reprimand and be subject to further consequences.

When an employee is absent from work due to a communicable disease, such employee may be asked to provide documentation from a doctor before returning to work.

Leave allowance for classified employees employed on or before July 1 of the current year is as follows. Leave for employees hired after July 1 of the current year will be prorated for the remainder of the school year.

Personal Leave: Department	Yearly Allowance Days	Cumulative Days
Bus Drivers	12	55
Cooks	12	55
Building Secretaries	12	55
Teacher aide/ Paraprofessional	12	55
Full time, 12 month employees	14	70

Accumulation of leave: Once a classified employee has accumulated the maximum number of days of leave allowed by the policy, he/she will be compensated for those unused days at the rate of \$60.00 per day. Payment will be made by the September payroll of each school year.

Remuneration for unused leave upon retirement: Upon retirement or resignation or to the estate of the classified employee upon his/her death, with at least twenty (20) years with USD 310, an amount of \$60.00 per day of unused leave, a maximum of 70 days or the maximum allowed by policy, shall be paid to such classified employee or his/her estate. Bus drivers would have their daily trips count as one day.

Personal leave: Use of leave must be upon prior approval of the superintendent and cannot be immediately preceding or following a holiday (New Year’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve), or during in-

service, or on parent-teacher conference day, unless waived by the superintendent or Board of Education.

Snow Day pay: The Board of Education will pay less classified employees for any hours missed after the first snow day per pay period.

Family and Medical Leave Act Policy and Procedures

I. GENERAL PROVISIONS

It is the policy of U.S.D. 310, in accordance with the Family and Medical Leave Act of 1993 (FMLA), to grant eligible employees up to 12 weeks of leave for family or medical reasons or for any “qualifying exigency” arising out of the fact that a covered military service member is on active duty during any 12-month period. Under certain conditions, the FMLA entitles eligible employees to take up to 26 weeks of job-protected leave in a single 12-month period to care for a covered service member with a serious illness or injury. FMLA leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

II. ELIGIBILITY

To qualify to take FMLA leave under this policy, the employee must meet all of the following conditions:

- A. The employee must work for a covered employer. U.S.D. 310 is a covered employer.
- B. The employee must have worked for 12 months. The 12 months need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of the week or if the employee is on leave during the week. Employment periods prior to a break in service of seven years or more will not be counted toward the 12-months of service unless the break is occasioned by the employee’s fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)).
- C. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Time spent on paid or unpaid leave is not considered hours worked for purposes of calculating FMLA eligibility.
- D. The employee must work in an office or work site where 50 or more employees are employed by U.S.D. 310 within 75 miles of that office or work site. The distance is to be calculated in surface miles by using available transportation by the most direct route.

III. DEFINITIONS

Child – A child shall include a newborn, a child 18 and under, a child 18 and over unable to care for self due to disability, foster children, wards of the state, stepchildren.

Inpatient Care – Inpatient care shall include an overnight stay in a hospital, hospice or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) or subsequent treatment in connection with such inpatient care.

Serious health condition – Means an illness, injury or impairment, or physical or mental condition that involves either: (1) inpatient care; or (2) continuing treatment by a health care provider which includes at least one of the following:

- A. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that ALSO includes: (i) treatment two or more times by, or under the supervision of, a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or (ii) one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy).
- B. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each such absence.
- C. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to the health care provider is not necessary for each such absence.
- D. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment.
- E. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Qualifying exigencies – Qualifying exigencies, for purposes of the military leave provisions of the FMLA, shall include:

- A. Issues arising from a covered military service member's short notice deployment for a period of seven days from the date of notification;
- B. Military events and related activities, such as official ceremonies, programs or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross, that are related to the active duty or call to active duty status of a covered military service member;

- C. Certain childcare and related activities arising from the active duty or call to active duty status of a covered military service member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or daycare facility, and attending certain meetings at a school or a daycare facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military service member;
- D. Making or updating financial and legal arrangements to address a covered military service member's absence;
- E. Attending counseling provided by someone other than a health care provider for oneself, the covered military service member, or the child of the covered military service member, the need for which arises from the active duty or call to active duty status of the covered military service member;
- F. Taking up to *five* days of leave to spend time with a covered military service member on temporary, rest and recuperation leave during deployment.

Parent – A parent is a biological or legal guardian to the employee since childhood.

IV. 12-WEEK LEAVE ENTITLEMENTS

U.S.D. 310 shall grant an eligible employee up to a total of 12 workweeks of leave during any 12-month rolling calendar-year period for one or more of the following reasons:

- A. The birth and care of a newborn child of the employee.
- B. The placement of a child with the employee for adoption or foster care.
- C. To care for a spouse, child or parent with a serious health condition.
- D. The serious health condition of the employee, which renders the employee unable to perform the functions of the employee's job.
- E. For a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active military duty or called to active military duty status as a member of the National Guard or Reserves in support of a contingency operation of the United States military. Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor. Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

Employees with questions about what illnesses are covered under this FMLA policy or under District's personal leave policy are encouraged to consult with the District Office.

If an employee takes non-FMLA leave for a condition that progresses into a serious health condition and the employee subsequently requests FMLA leave as provided under this policy, U.S.D. 310 may designate all or

some portion of the prior, related leave taken as FMLA leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

V. MILITARY CAREGIVER LEAVE

An eligible employee who is a spouse, son, daughter, parent or next of kin (i.e., the closest blood relative) of a covered service member with a serious injury or illness shall be entitled to a total of 26 workweeks of unpaid leave during a single 12-month rolling calendar period to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating. Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. The certification form for this type of leave will be provided to the employee by the District Office. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks.

The "single 12-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the 12-month period. However, an employee's cumulative FMLA leave for reasons other than military caregiver leave may not exceed 12 weeks.

VI. INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

When medically necessary for an employee's own serious health condition, the serious health condition of a spouse, child or parent, or to care for a covered service member with a serious injury or illness, leave may be taken in separate blocks of time for a single qualifying reason, or by way of a reduced weekly or daily work schedule. Intermittent or reduced schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition or a serious injury or illness of a covered service member, even if he or she does not receive treatment by a health care provider.

U.S.D. 310 can require the employee to temporarily transfer to an alternative position, with equivalent pay and benefits, or a part-time schedule that better accommodates recurring absences.

Intermittent or reduced schedule leave may be taken *only with the District's consent* for the care of a newborn child, a newly-adopted child, or a child recently placed for foster care. Consent is not, however, required if an employee needs to take leave for his or her own serious health condition in connection with the birth of a child, or for a newborn's own serious health condition. For example, a pregnant employee may take leave intermittently for prenatal examinations or for her own condition, such as for periods of severe morning sickness.

When intermittent FMLA leave is for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt District's operations.

VII. SPOUSES' COMBINED LEAVE

If a husband and wife both work for U.S.D. 310 and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement. On the other hand, if one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full 12 weeks of FMLA leave. Where the husband and wife both use a portion of the total 12 week FMLA leave entitlement for either the birth of a child, for placement for adoption or foster care, or to care for a parent, the husband and wife would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for FMLA leave for other purposes. For example, if each spouse took 6 weeks of leave to care for a healthy, newborn child, each could use an additional 6 weeks due to his or her own serious health condition, to care for a child with a serious health condition, or to take military exigency leave. If a husband and wife both work for U.S.D. 310 and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

VIII. REQUESTING FMLA LEAVE

Employees desiring to take FMLA leave must provide verbal notice of the need for leave, and the reason(s) therefore, to the District Office. Requests should be made no later than 30 days prior to the anticipated start date of leave except where the need for leave is unforeseeable or such notice is impracticable. If the leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice as soon as practicable, but generally no later than two business days after the leave is taken. Failure to timely provide notice of the need for FMLA leave—in other words, to put U.S.D. 310 on notice of the need for leave—may mean that all, or part, of the employee's time off may not qualify as FMLA leave. Whenever possible, employees should make an effort to schedule leave in such a fashion that District's operations are not unduly disrupted. Once leave is taken, employees must regularly report their status to the District Office, including the employee's anticipated return to work date. If an employee gives unequivocal notice of intent not to return to work, District's obligations under FMLA to maintain health benefits (subject to COBRA requirements) and to restore the employee cease. However, these obligations continue if an employee indicates he or she may be unable to return to work but expresses a continuing desire to do so.

Employees requesting leave to care for an injured service member, in addition to providing the notice above, must provide documentation of the family member's or next-of-kin's injury, recovery, or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders the service member medically unfit to perform his or her military duties.

U.S.D. 310 will provide individual notice of rights and obligations to each employee requesting FMLA leave within five (5) business days of receiving notice from the employee of the need for leave, or as soon as practicable thereafter. For employees on intermittent or reduced schedule leave for the same serious health condition or incident, this notice will be provided every twelve (12) months.

IX. CERTIFICATION AND RECERTIFICATION

U.S.D. 310 may require medical certification, by a health care provider, to support an employee's request for leave due to the employee's own serious health condition, or to care for a seriously ill child, spouse, or parent. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave or may mean that all, or part, of the employee's time off may not qualify as FMLA leave. U.S.D. 310 will make any request for certification, or recertification, in writing to the employee.

U.S.D. 310 may request recertification no more often than every 30 days and generally only in connection with an absence by the employee. If, however, the medical certification indicates that the minimum duration of the condition is more than 30 days, U.S.D. 310 will not request recertification until that minimum duration expires. Additionally, U.S.D. 310 may request recertification more frequently than every 30 days if (1) the employee requests an extension of leave; (2) circumstances described by the previous certification have changed significantly; or (3) U.S.D. 310 receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification. Employee's taking intermittent or reduced schedule FMLA leave will be required to recertify their need to leave following the first absence taken for such intermittent leave after the employee has been on certified intermittent or reduced schedule FMLA leave for six months. This recertification requirement applies continuously so long as the employee continues needing intermittent or reduced schedule leave. The employee must provide the requested recertification to U.S.D. 310 within 15 calendar days after the District's request, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. Any recertification requested U.S.D. 310 shall be at the employee's expense.

Certification or recertification of an *employee's* own serious health condition must include, among other things, a statement that the employee is unable to work at all or is unable to perform at least one of the essential functions of his or her position. *For leave to care for a seriously ill child, spouse, or parent*, the certification or recertification must include among other things, an estimate of the amount of time the employee is needed to provide care. If the employee plans to take intermittent or reduced schedule leave, the certification or recertification must also include, among other things, anticipated dates or duration of treatment (if any), as well as a statement of medical necessity for taking intermittent or reduced schedule leave.

District's health care provider or Human Resources representative may clarify a medical certification of a serious health condition with the employee's health care provider. *U.S.D. 310 may require a second medical opinion at its expense.* If the employee's and the employer's opinions conflict, U.S.D. 310 may require the binding opinion of a third health care provider, whose identity U.S.D. 310 and the employee must approve and which shall be paid for by the District. The employee will be provisionally entitled to leave and benefits

under the FMLA pending the second and/or third opinion. No second or third opinion on recertification is required.

X. SUBSTITUTION OF PAID LEAVE

An employee shall exhaust all accrued Paid Time Off (PTO) concurrent with the employee's FMLA leave. In such a case, the leave will be counted against the employee's FMLA leave time and the employee's accrued PTO bank unless the leave is also taken pursuant to a disability benefit plan or for a workers' compensation injury for which the employee is receiving temporary total disability benefits.

If an employee is taking leave pursuant to a disability benefit plan or for a workers' compensation injury, the employee may, at his or her discretion, substitute PTO, or, in accordance with Section IV(L) of District's Employee Manual, any available leave from an employee's personal catastrophic account, for that portion of his or her FMLA leave which is unpaid by the disability benefit plan or the workers' compensation benefits.

For example, if an employee on leave for a FMLA-qualifying reason receives 60% of his or her weekly salary pursuant to a disability benefit plan or workers' compensation injury, the employee may substitute PTO for the remaining 40% of the workweek that is unpaid. In such situation, all leave time will be counted as FMLA leave and the employee's PTO bank will be docked for the amount of substituted PTO used.

Employees exempt from FLSA overtime requirements taking FMLA leave must substitute accrued PTO for any FMLA leave of absence, including intermittent or reduced schedule FMLA leave, regardless of the duration of such leave notwithstanding any other provision in District's PTO policies.

U.S.D. 310 shall notify the employee of the designation of the leave as FMLA leave within two working days, or within other time limits that may be allowed under the FMLA.

XI. EMPLOYEE STATUS AND BENEFITS DURING LEAVE

While an employee is on leave, U.S.D. 310 will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, U.S.D. 310 may require the employee to reimburse U.S.D. 310 the amount it paid for the employee's health insurance premium during the leave period.

Under current District policy, the employee pays a portion of his or her health care premium. While on paid leave, U.S.D. 310 will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail, or otherwise make arrangements for the payment of his or her health care premiums with the District Office. The payment must be received in the District Office by the 15th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions for the employee's share of the premium(s) for such policies or plans while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums; or U.S.D. 310 may elect to maintain such benefits during the leave

and pay the employee's share of the premium payments and recuperate the premiums when the employee returns from leave.

XII. EMPLOYEE STATUS AFTER LEAVE

Upon return from FMLA leave, an employee shall be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave shall not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave except that any bonus, payment, or benefit based on the achievement of a specified goal, such as hours worked, specific work projects, or perfect attendance, shall be denied on the same terms and conditions that such benefits are denied to employees on other types of non-FMLA leave.

U.S.D. 310 may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

XIII. MEDICAL CERTIFICATIONS FOR RETURN TO WORK

Employees returning to work following FMLA leave for the employee's own serious health condition, excluding those employees taking intermittent leave, are required to provide the District Office with a release from a health care provider allowing the employee to return to duty prior to reporting for duty. Employees who fail to provide the release to return to duty may not be permitted to resume work until that document is provided.

If an employee becomes ill or is injured off the job and seeks medical treatment or obtains physician-imposed restrictions, the employee must report this to the District Office prior to returning to work. The employee shall be required to provide a physician's statement detailing the employee's restrictions, if any, and may be asked to complete applicable FMLA forms.

XIV. COMPLAINT PROCEDURE

It is unlawful for U.S.D. 310, its board members, managers, or employees to interfere, retrain, or deny the exercise of rights given under the FMLA. Additionally, it is unlawful for U.S.D. 310 to retaliate against an employee for exercising his or her rights under the FMLA. Any employee who believes that 42

he or she has witnessed or experienced any employee interfering with their own, or any other employee's, FMLA rights or retaliating against him or her, or any other employee, for inquiring about, requesting, or taking FMLA leave, shall immediately report the incident pursuant to District's Complaint Resolution Procedure, Section V(B) of the Employee Manual.

XV. LIMITATIONS OF POLICY PROVISIONS

U.S.D. 310 is committed to complying with the FMLA and all regulations and interpreting authority. This policy generally describes critical FMLA provisions, and is not intended to provide an exhaustive explanation of the Act. To the extent anything in this policy is inconsistent with or prohibited by the prevailing FMLA

provisions bearing on this policy and binding on U.S.D. 310, then the law shall control. Any questions regarding the meaning of this policy, an employee’s eligibility or entitlement to leave, or an employee’s return to work, should be directed to the District Office.

Vacations GCRH

Full-time, twelve-month employees will be granted a paid vacation each year after they have completed the thirty (30) day probationary period.

All 12-month noncertified employees shall receive a paid vacation each year. Vacation leave must be used within each contract year, between July 1 and June 30. The board feels that every employee should take his or her vacation. Normally this vacation shall be taken at times that will least disrupt normal work related responsibilities. All vacation must be approved by the superintendent.

New employees shall be entitled to vacation on a prorated basis. (Allowed vacation time shall follow the schedule listed below.

Noncertified employees will not be allowed to accrue vacation leave. Any unused vacation leave at the end of the contract year will not be carried over to the following year. Employees will be compensated for any unused vacation, if the vacation time the employee has left does not amount to over half of their yearly designated vacation time. Additional accumulated vacation time will be forfeited. Vacation buy-back may not be honored if employee is terminated. The superintendent will determine this decision.

Position	1st year	2-9th year	10th year
Custodian	5 days	10 days	16 days
Mechanic	5 days	10 days	16 days
Clerk/Treasurer	5 days	10 days	16 days
Food Service Director	5 days	10 days	16 days
Building Level Clerical (12-Month)	5 days	10 days	16 days

Application for use of vacation time must be entered in the Absence Management System. Vacations must be approved by the superintendent.

Part-time, temporary employees, and 9-month employees are not eligible for vacation pay.

Classified pay scale:

Last pages of this handbook.

Longevity Pay: Longevity pay is added to an employee’s current wage per hour according to the following guidelines:

- Beginning 6th year- \$.10 per hour
- Beginning 11th year- \$.15 per hour
- Beginning 16th year- \$.15 per hour
- Beginning 21st year- \$.20 per hour
- Beginning 26th year- \$.25 per hour

Holidays GCRH: The following paid holidays will be observed: New Year’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.

Part-time / temporary employees are not eligible for holiday pay. Nine-month employees may use their personal leave to receive holiday pay if the holiday falls on a weekday.

Gate Passes

The board shall provide each classified employee an opportunity to attend district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events at no cost for the employee and spouse.

Payroll

Employees will be paid through direct deposit on a monthly pay schedule. Payroll by direct deposit for classified employees will be issued no later than the 10th day of each month. In the event a payday falls on Saturday, on Sunday or on a holiday, the checks will be distributed on the preceding Friday.

Loyalty Oath

As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.

Reimbursement/Travel Expenses GAN

- The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district’s employees **when approved in advance by the superintendent.**
- Requests for reimbursement shall have the following attached- receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available.
- For the authorized use of a personal car, staff members shall be reimbursed at a mileage rate established by the board. Any individual driving a personal vehicle will present a copy of their auto insurance certificate with the treasurer.

Salary Reduction Plan GAL

Classified employees may participate in a district salary reduction plan. Plan options include:

Health Insurance: The board shall pay **\$752.00** per month for each classified employee who normally works 32 hours or more per week as partial payment towards a group health plan after they have completed the thirty (30) day probationary period.

Dental Insurance: Dental insurance is available through the benefit plan. The entire cost is the responsibility of the employee.

Vision Coverage: Vision coverage is available through the benefit plan. The entire cost is the responsibility of the employee.

Life Insurance: Life insurance is available through the benefit plan. The entire cost is the responsibility of the employee.

Disability Income Protection: Short-term disability income protection coverage is available through the benefit plan. The entire cost is the responsibility of the employee. The employee's disability income protection benefits shall be reduced by worker's compensation disability payments as provided on p. 6.

125 Plan: A 125 Cafeteria Plan for unreimbursed medical and/or childcare is available through the benefit plan. The entire cost is the responsibility of the employee.

Annuity Plan: All classified personnel are eligible to participate in a "tax-sheltered" annuity plan. The minimum level of participation is \$25.00 per month. Upon employment, newly hired personnel will be given the opportunity to select an annuity from a board-approved list of companies. Current employees may make changes and/or additions in annuity plans within the following guidelines:

- Enrollment may include only one agreement per tax year. The salary reduction agreement must be submitted to the Superintendent on or before August 10 of each year, a new election is made.
- Redirecting money to different providers is not considered a new contract. Redirection of funds may occur during a 30-day period beginning October 1 and January 1 of each year.
- Classified personnel are responsible for informing their annuity companies and the board clerk of changes in their annuity plans. The district will not notify companies of changes. Proper documentation from the annuity company must be presented prior to the change.
- The board may change, add, or delete benefit options included in the plan.

A participant may terminate his/her Payroll Reduction Agreement or modify the benefits elected only if his/her family status has changed. A change in family status includes marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification of such change and must make any termination or election changes within thirty days of the date of such change. A participant desiring to make such change may discontinue participation, reduce benefits, or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

Kansas Public Employees Retirement System (KPERs)

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Workers Compensation EBAA, GAOE

Notice of Accidents: Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under worker's compensation may be obtained from your supervisor or the district office.

Coverage: Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. Injuries that occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties, are not covered under worker's compensation. Any employee who is off work and drawing worker's compensation shall be required to provide the clerk of the board a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work

by a doctor and fail to do so, all benefits under personal leave shall be ended and those benefits under worker's compensation shall be restricted as provided by current statute.

Coordination with Leave Benefits: The worker's compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving worker's compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid personal leave to supplement the worker's compensation or district paid disability insurance payments.

In no event shall the employee be entitled to a combination of worker's compensation benefits and salary in excess of his/her full salary. Available paid personal leave may be used for this purpose until 1) available paid personal leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Personal leave shall be deducted on a pro rata amount equal to the percentage of salary paid by the district.

Unemployment Compensation: For answers to questions regarding unemployment insurance policies, benefits and claims see your personnel representative or contact the nearest Department of Human Resources, District Job Insurance Office

Benefits Continuation (Cobra)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Fairfield U.S.D 310's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Fairfield U.S.D 310's group rates. Fairfield U.S.D 310 provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Fairfield U.S.D 310's health insurance plan. The notice contains important information about the employee's rights and obligations. Contact the business manager for more information concerning COBRA.

Schedules

Work Schedule GCR: Time schedules for classified employees will be assigned by the superintendent. The normal workweek for classified personnel shall consist of 40 hours per week for full-time employment. See "Overtime," below.

Overtime: There shall be no overtime worked unless approved in advance by the superintendent. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time card. Overtime pay is paid for hours actually worked in excess of 40 hours. Paid leave shall not be considered as hours worked.

Time Cards: Time cards are required for all hourly employees. All hourly employees shall clock in at the beginning of each workday and clock out at the end of each workday. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. “Forgetting” to use the time clock may also be considered a violation. Such violations may result in disciplinary action including termination. The pay period for each month ends on the last day of the month. Time cards are due the last day of the month.

Breaks: All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch or dinner hours. Breaks for meal times, if allowed, shall be scheduled by the supervisor.

Conduct

Prohibited Substance

Drug Free Schools and Communities Act/Drug Free Workplace GAOA, GAOB:

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace. Employees shall not unlawfully manufacture, distribute, dispense, sell, possess, or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions, which may be taken under existing board policies or the negotiated agreement.

Tobacco Use GAOC:

Smoking and use of tobacco products by staff is prohibited in school buildings, on school grounds, in school vehicles and while serving in a supervisory, coaching or other employee function during school activities. Hourly staff will be allowed two 15-minute breaks, one in the morning and one in the afternoon. They also have a 30-minute lunch break. They can get in their cars and leave campus during those times and only those times. They are not allowed to clock out and take additional tobacco breaks and they are not allowed to use tobacco products or devices on campus.

Relations with Students GAF:

Employees shall maintain relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student’s age or status or consent.

Confidentiality

Student Information:

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule that violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

Personnel Information:

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule that violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination. See “Personnel Records”.

Sexual Harassment GAAC

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee’s immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the school social worker, the principal, or the superintendent.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district’s discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

Gifts GAJ

Unless approved by the principal, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity. Employees are prohibited from receiving gifts from vendors or sales representatives. All premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

Solicitation of Employees KDC

Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, or other school district employee, or patron during normal duty hours is prohibited.

Solicitation By Employees GAG

No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service, or other items that may directly or indirectly benefit the school employee. No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

Dress Code GAM

The board encourages appropriate dress for all district employees.

Conflict of Interest GAG

District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Outside Employment

Classified employees shall not engage in outside employment that impairs their effectiveness.

Criminal Convictions

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

Termination

The board may terminate a classified employee at any time, with or without cause.

District Procedures

Assignment and Transfer GCE

The board retains the right to assign, reassign, and transfer classified personnel.

Board Policy

Employees shall follow and be familiar with all policies and regulations established by the board of education.

Discrimination Complaints GAEA, KN

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Betsy McKinney, Superintendent of USD 310 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education or compliance coordinator. Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

Drug and Alcohol Testing GAOD

All district employees performing job functions, which require the employee to maintain a commercial driver's license, shall be tested for alcohol and drugs as required by current federal law. Board-approved rules and regulations necessary to implement the testing program shall be on file with the clerk. Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations. Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

The board of education believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of Fairfield U.S.D. 310. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Fairfield U.S.D. 310 system.

As a condition of employment in U.S.D. 310, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the work place.

Any employee who is convicted under a criminal drug statute for a violation occurring at the work place must notify the superintendent of the conviction within five days after conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Work Place Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing board policies or the negotiated agreement.

Evaluations GCI

Classified employees shall be evaluated by their assigned supervisor. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Supervision GCH

The superintendent has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified staff who are assigned to the building.

Job Descriptions GACB

A job description for each category of classified employee will be developed by the superintendent. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours.

Employment Status

All classified employees are employed on an "at-will" basis, regardless of their length of service, and may be dismissed at any time.

Jury Duty

An employee called to jury duty may be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

Distribution of Materials KI

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials, and advertisements. The principal shall determine the time, place, and manner for materials distribution.

Orientation

All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook.

Personal Property

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Recruitment GCC

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.

Resignation

Classified employees may resign from their jobs in accordance with the employment agreement and board policies.

Searches of Students and Property JCAB, JCABB

If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Staff Development GAD

All plans for staff development involving expenditure of district funds, or require time away from the employee's assigned responsibilities, shall be approved in advance by the superintendent.

Telephone Use

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Personal cell phone use is discouraged during working hours. Those violating this policy will receive a written reprimand and further consequences if needed.

Use of Personal Vehicle

With prior approval of the superintendent, classified employees may use their private vehicle to perform district business. For mileage reimbursement, the employee shall file a report showing dates, number of miles traveled and signature of the employee with the district office each month.

Weapons

Employees are prohibited from carrying weapons on school property or at school-sponsored events. Such prohibition shall not apply to the secured storage of a handgun in a district employee's own locked vehicle on school property as long as weapon is maintained out of plain sight.

Records

Personnel Records CN, GAK

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

Required Records GACD

Each classified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- Employment application;

- KPERs enrollment form (if employee is eligible);
- W-4 withholding certificate;
- K-4 withholding certificate;
- Social security card;
- Loyalty oath or affirmation;
- Health form (if working directly with students).
- Driver’s license and driving record (if required for position). See “Driving Records,” below;
- INS form (proof of identity)

Address Changes

All address changes must be made with the board treasurer before the end of the pay period in which the changes took place.

Driving Records EDAA

It shall be the responsibility of all school bus drivers to annually provide documentation to the superintendent of the validity of license certification by the Kansas Department of Revenue. If a school bus driver’s license is suspended or revoked at any time, such suspension or revocation shall be immediately reported to the superintendent, and the driver shall cease driving a school bus until the license is restored.

Drivers of vehicles will be responsible for all citations they receive due to operator fault. Personnel shall at all times, exercise utmost care in the operation of the vehicle or equipment they are using.

All accidents and citations involving district vehicles must be reported to the district office in writing within 24 hours. Failure to do so may result in dismissal.

Driver’s License

Drivers are expected to have in their possession a valid driver’s license when operating school district vehicles. Bus drivers will be as per state law and they will be required to have current first aid and defensive driving certificates.

Reports

Accidents JGFG

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.

If the person requires medical treatment, the employee shall:

- Send for medical help;
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

- Fill out a district accident form.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse. If an employee is injured on the job, the supervisor should be contacted immediately, and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, who will in turn supply the injured employee with the appropriate forms to complete. The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

Child Abuse GAAD

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. It is recommended the building administrator also be notified after the report is made. District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Health

Asbestos: An asbestos management plan has been developed for the district. A copy of the management plan is available from the board clerk.

Blood borne Pathogens GARA: All employees will receive blood borne pathogen training annually. The exposure control plan for blood borne pathogens is available for review from the board clerk.

Communicable Diseases GAR : Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper report may be made as required by statute.

- An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.
- The employee shall be allowed to return to duty upon termination of the illness, when authorized in writing by a physician.
- The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

Health Examinations: Custodians, maintenance personnel, teacher aides, secretaries, paraprofessionals, clerks, food service workers and others who come into regular contact with students shall complete health examinations as required by law.

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at time of employment with the district. The employee must present a

district-approved form, completed by a health care professional, to the clerk, which states, “that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health.” (K.S.A. 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board’s choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

Physicals for Bus Drivers: USD 310 will allow up to \$100.00 for the cost of a physical examination from a physician of the employee’s choice. Bus drivers should take the appropriate health examination form with them to their physician. Any additional examination services above the minimum required (such as a chest x-ray instead of the skin test for tuberculosis screening,) will be at the expense of the employee.

Hazardous Waste: When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules, and regulations.

- No employee shall bring hazardous material to school without the prior approval of the supervisor. Such material shall be in an appropriate container and properly labeled.
- If an employee discovers items that are, or may be, hazardous, he should notify a supervisor immediately.
- Hazardous wastes include, but are not limited to, wastes that are flammable, corrosive, infectious, highly reactive, or toxic.
- Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label, which lists the specific contents.
- Unlabeled containers, whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.
- All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

Safety and Security

Crisis Plan: The district crisis plan will be updated annually.

Emergency Closings EBBD: When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the local radio/TV stations by 6:30 am to broadcast a school closing announcement. The District Office will notify all employees of the closures or delays.

Safety Practices: All employees shall engage in safe lifting, climbing, and carrying practices. Employees shall ask for assistance when needed.

Security EBC: Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement:

- An act which constitutes the commission of a felony or a misdemeanor; or
- An act, which involves the possession, use, or disposal of explosives, firearms or other weapons as, defined in current law.

The building administrator and superintendent shall be notified.

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times.

Keys: The board clerk is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission. Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. Keys shall not be loaned to anyone, especially students. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

Crisis Plan:

The district crisis plan will be updated annually.

Equipment and Supplies

Appropriate Use of Equipment and Supplies: Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the employee's supervisor.

Computers IIBG: Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals.

No Right to Privacy: Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.

Ownership: Computer materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

Secure Files: All employees must secure files containing confidential student information.

Internet: Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Copying and Duplicating ECH: The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use," as set forth in board policy.

CLASSIFIED SALARY SCHEDULE
2023-2024
3%

STEP/YEAR	Board Clerk SALARY	Board Treasurer SALARY	Building Secretary SALARY	Transport. Director SALARY	Mainten. Director SALARY	Building Custodian SALARY	School Cook SALARY
1-2	\$16.78	\$16.30	\$13.39	\$16.87	\$18.63	\$12.00	\$12.00
3-4	\$17.07	\$15.75	\$13.74	\$17.17	\$19.03	\$12.30	\$12.33
5	\$17.38	\$16.06	\$14.10	\$17.46	\$19.33	\$12.62	\$12.66
6	\$17.69	\$16.35	\$14.44	\$17.77	\$19.56	\$12.94	\$12.97
7	\$18.00	\$16.64	\$14.79	\$18.07	\$19.92	\$13.26	\$13.29
8	\$18.30	\$16.94	\$15.14	\$18.35	\$20.22	\$13.59	\$13.62
9	\$18.63	\$17.24	\$15.49	\$18.65	\$20.51	\$13.91	\$13.94
10	\$18.93	\$17.54	\$15.84	\$18.95	\$20.81	\$14.22	\$14.26
11	\$19.24	\$17.84	\$16.18	\$19.24	\$21.10	\$14.54	\$14.59
12	\$19.54	\$18.16	\$16.54	\$19.54	\$21.40	\$14.86	\$14.90
13	\$19.86	\$18.43	\$16.89	\$19.83	\$21.69	\$15.18	\$15.23
14	\$20.17	\$18.73	\$17.24	\$20.13	\$21.98	\$15.49	\$15.55
15	\$20.47	\$19.02	\$17.59	\$20.42	\$22.28	\$15.79	\$15.87
16	\$20.78	\$19.32	\$17.95	\$20.72	\$22.58	\$16.11	\$16.20
17	\$21.08	\$19.61	\$18.29	\$21.01	\$22.89	\$16.47	\$16.52
18	\$21.39	\$19.93	\$18.64	\$21.31	\$23.53	\$16.75	\$16.83
19	\$21.70	\$20.23	\$18.99	\$21.60	\$23.46	\$17.07	\$17.16
20	\$22.01	\$20.53	\$19.34	\$21.90	\$23.76	\$17.38	\$17.49
21	\$22.30	\$20.83	\$19.69	\$22.20	\$24.06	\$17.70	\$17.82
22	\$22.62	\$21.12	\$20.03	\$22.50	\$24.36	\$18.02	\$18.14
23	\$22.93	\$21.41	\$20.40	\$22.12	\$23.94	\$17.80	\$17.91
24	\$23.24	\$21.71	\$20.75	\$22.78	\$24.66	\$18.33	\$18.45
25	\$24.35	\$22.01	\$21.10	\$23.37	\$25.24	\$18.97	\$19.11
26	\$23.84	\$22.31	\$21.47	\$23.67	\$25.53	\$19.28	\$19.44
27	\$24.15	\$22.61	\$21.81	\$23.97	\$25.83	\$19.60	\$19.76
28	\$24.46	\$22.90	\$22.16	\$24.27	\$26.13	\$19.92	\$20.07
29	\$24.88	\$23.21	\$22.51	\$24.54	\$26.43	\$20.24	\$20.40
30+	\$25.09	\$23.50	\$22.86	\$24.84	\$26.72	\$20.56	\$20.73

Longevity Pay will be added to employee's current wage, it does not include the increase from steps.

starting 6th year: \$.10 per hour

starting 11th year: \$.15 per hour

starting 16th year: \$.20 per hour

starting 21st year: \$.25 per hour

starting 26th year: \$.30 per hour

starting year 31st year: \$.35 per hour

Food Service Director will receive \$1000/ year supplemental

Head Custodian will receive \$750/year supplemental

PARAPROFESSIONAL AIDE SALARY GUIDE

Fairfield, USD #310

2023-2024

3%

Years Experience	A 0-32 college hours	B 33-64 college hours	C AA Degree 65 -123 college hrs or pass state test	D BS Degree
1-2	\$12.00	\$12.39	\$12.72	\$13.00
3-4	\$12.32	\$12.73	\$13.05	\$13.30
5	\$12.64	\$13.07	\$13.36	\$13.61
6	\$12.96	\$13.41	\$13.68	\$13.93
7	\$13.28	\$13.74	\$14.00	\$14.24
8	\$13.59	\$14.07	\$14.32	\$14.56
9	\$13.92	\$14.41	\$14.65	\$14.85
10		\$14.75	\$14.96	\$15.16
11		\$15.08	\$15.28	\$15.48
12			\$15.60	\$15.79
13			\$15.93	\$16.11

BUS DRIVERS
Fairfield, USD #310
2023-2024
3%

Years Experience		Per Route	Years Experience		Per Act. Route
1-2		\$24.46	1-2		\$23.18
3-4		\$24.73	3-4		\$23.44
5		\$25.00	5		\$23.71
6		\$25.27	6		\$23.98
7		\$25.53	7		\$24.27
8		\$25.80	8		\$24.51
9		\$26.07	9		\$24.78
10		\$26.34	10		\$25.05
11		\$26.60	11		\$25.32
12		\$26.87	12		\$25.59
13		\$27.14	13		\$25.85
14		\$27.41	14		\$26.12
15		\$27.68	15		\$26.39
16		\$27.94	16		\$26.66
17		\$28.21	17		\$26.92
18		\$28.48	18		\$27.19
19		\$28.75	19		\$27.46
20		\$29.02	20		\$27.73
21		\$29.28	21		\$28.00
22		\$29.55	22		\$28.26
23		\$29.82	23		\$28.53
24		\$30.09	24		\$28.80

BUS AIDE
Fairfield, USD #310
2023-2024
3%

Years	
Experience	Per Route
1-2	\$15.45
3-4	\$15.72
5	\$15.99
6	\$16.25
7	\$16.52
8	\$16.79
9	\$17.06
10	\$17.32
11	\$17.59
12	\$17.86
13	\$18.13
14	\$18.40
15	\$18.66

Acknowledge of Handbook Form

The employee handbook describes important information about Fairfield U.S.D 310. I understand that I should consult the Superintendent or the Business Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with Fairfield U.S.D 310 voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Fairfield U.S.D 310 can terminate the relationship at will at any time, so long as there is no violation of local board policies, applicable federal or state law.

Since the information, policies and benefits described here are subject to change, I acknowledge that revision to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Superintendent, by approval of the Fairfield U.S.D 310 Board, has the ability to adopt any revision to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revision made to it.

Employee Signature

Date: